



CITY OF HOUSTON

Job Posting

DW

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Senior Library Assistant

Posting Number

PN# 106700

Department

Library Department

Division

North District

Section

Jungman*

Reporting Location

5830 Westheimer*

Workdays & Hours

Rotating Schedule *

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Charges/discharges library materials using a computerized circulation system. Schedules/monitors/trains staff at the Circulation desk. Responds to customer questions about circulation policies and procedures. Serves as a supervisor when person in charge is off. Registers borrowers, collects fines and explains library policies/procedures. Processes reserves, overdue and lost materials, withdraws and discards materials. Files/shelves/retrieves library materials. Performs other tasks essential to efficient library operation. Requires some evening and weekend (Saturday and Sunday) work.

WORKING CONDITIONS
Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Requires visual acuity to read titles and call numbers (alphanumeric) of books and materials; lifting up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/shelve/retrieve library materials.

MINIMUM EDUCATIONAL REQUIREMENTS
Basic knowledge of grammar, spelling, punctuation, and basic mathematical functions like addition, subtraction, percentages, ratio, etc. as might normally be acquired through attainment of a high school diploma or GED.

MINIMUM EXPERIENCE REQUIREMENTS
One year of library or clerical experience.

MINIMUM LICENSE REQUIREMENTS None

PREFERENCES
Must be able to follow oral and written instructions. Must be able to use a computer to access and input information. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access). Prefer a valid Texas Driver's License.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 9

\$693 - \$919 Biweekly \$18,018 - \$23,894 Annually

OPENING DATE September 07, 2005

CLOSING DATE September 27, 2005

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer